

2013/2014 School Year

**District Emergency Operation
And Safety Plan
Paterson Board of Education Offices
90 Delaware Avenue
Paterson, New Jersey 07503**

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SECTION 1:
DAILY OPERATIONAL PROCEDURES

1.1 SCHOOL BOARD AND CONTRACT SECURITY POST ASSIGNMENTS

General Rules

- A. School Board Officers and Contract Security Officers will conduct themselves in a professional and courteous manner at all times.
- B. School Board Officers and Contract Security Officers will remain on their assigned posts until relieved by authorized personnel or instructed by authorized supervisors to respond to an immediate security situation.
- C. School Board Officers and Contract Security Officers will report unusual incidents to the Executive Director of Security or his designee.
- D. School Board Officers and Contract Security Officers will call for backup/assistance when necessary.

SCHOOL BOARD AND CONTRACT SECURITY OFFICERS POST DESCRIPTIONS

Post Number and Location	Description of Duties and Responsibilities
1 Main Desk First floor	Ensure proper sign in of visitors to building and then radio the appropriate floor
2. Lobby Desk	Security at Desk enforces parking lot policy and entrance to facility
3 Desk Second floor	Ensure visitors are at their destinations and not roaming the facility via portable radio
4 Desk Third floor	Ensure visitors are at their destinations and not roaming the facility via portable radio
5 Desk Fourth floor	Ensure visitors are at their destinations and not roaming the facility via portable radio
6	
7	
8	

NOTE: A daily roll call will be prepared listing the name and specific assignment of the School Board Officer or Contract Security Officer concerned in accordance with these Post Descriptions.

1.2 VISITOR CONTROL PROCEDURES

The Executive Director of Security will assign a School Board Officer (SBO) or a Contract Security Officer (CSO) to the main desk on the first floor. A SBO, a CSO must cover the main entrance until the building is closed at the end of each day or conclusion of the 2nd shift.

- A. Visitors entering the building will be required to provide at least one (1) item of valid identification, preferably a photograph I.D. (e.g. State I.D.). The SBO, CSO or the staff member on duty at the main desk will record the date and time of arrival of the visitor as well as the name and destination of the visitor in the Visitors Logbook. All visitors will sign the Sign-In log next to the entry made by the SBO, or CSO
 - a. Lobby Desk Personnel will contact office personnel and advise them to come to Lobby and escort their visitor to appropriate destination.
 - b. The SBO, CSO shall record the time of departure in the visitors' logbook parallel to the initial entry for each visitor.

The Executive Director of Security or his designee will periodically inspect the log to ensure that it is being maintained properly and to ascertain that no visitor are remaining in the building for an unauthorized period of time. In such a case, security staff should verify that the visitor is still in the building. If the verification cannot be made, Executive Director of Security or his designee shall be notified for possible implementation of Intruder Procedures.

1.3 INTRUDER PROCEDURES

If an intruder believed to represent an imminent threat to visitors or employees in the building, an ALERT code will be sent over the two way radio and will notify all personnel in building of the Lock Down. The ALERT code will be: ***“Lock Down”***

In response to this announcement, the following steps will be taken immediately

The Executive Director of Security or his designee and security officers will conduct a building sweep to locate the intruder.

When the intruder is found and the situation is stable or no intruder is found within the building, an announcement of “DISTRICT GREEN ALL-CLEAR” code will be announced to all personnel.

SECTION 2

EMERGENCY PROCEDURES AND

EVACUATIONS

2-1. EMERGENCY EVACUATION RESPONSIBILITIES

There are several situations and emergencies that may require evacuation of the 90 Delaware Avenue including but not limited to the following:

- Fire/Fire Drill
- Bomb Threat
- Neighborhood Disaster
- Hazardous Materials Incident
- Other conditions such as storms, flooding, gas leaks, or other unusual occurrence that may be deemed unsafe for visitors and staff.

During an emergency evacuation and in preparing for one, the Executive Director of Security or his designees are responsible for carrying out the evacuation of the building:

- The Executive Director of Security or his designee will assume full command for all emergency situations.
- The Executive Director of Security will assist the Deputy Superintendent during ongoing emergencies.
- The Superintendent or his designee will be responsible for safeguarding essential school records and for maintaining current recall rosters for the school system.
- The Executive Director of Security or his designee will be responsible for maintaining logistical support with outside agencies.
- During an evacuation, each department supervisor will stay with and continue to supervise his/her assigned area until everyone in their area leaves the building.
- Executive Director of Security is responsible for the briefing of all new employees on the emergency plans and each person's role.
- The Office of Emergency Management (OEM) Director will coordinate with School and City Officials, County and State OEM, the Red Cross and Salvation Army if necessary.

2-2. District Command Post

The Superintendent's Executive conference room on the fourth floor is the primary command post during emergencies. If necessary, an alternate on-site location will be the Cafeteria located on the first floor.

2-3. NOTIFICATIONS

Notification of appropriate authorities is critical to the successful management of emergencies and evacuations. When a serious condition necessitating evacuation arises, the principal or his/her designee will be responsible for notifying the proper authorities.

- Notify the Superintendent 973-321-0980
- Notify the Deputy Superintendent 973-321-2443

- Notify the Executive Director of School Security 973-321-0597
- Notify the Paterson Police Department. 973-321-1111
- Notify the Paterson Fire Department. 973-321-1444
- Notify the Office of Emergency Management. 973-321-1410
- Notify the Health Department 973-321-1277
- (In a hazardous materials incident) Ext: 2744

- Notify St. Joseph Hospital & Medical Center 973-754-2000
- Notify Emergency Room Direct 973-754-2222

2-4. APPOINTMENT OF BUILDING EVACUATION WARDENS

The Executive Director of Security will designate the following persons to act as Evacuation Wardens for the entire District Office Building. The wardens are expected to provide information to the Executive Director of Security during the emergency and to aid in the orderly flow of traffic during rapid egress/emergency conditions. The Executive Director of Security or his designee will also designate Evacuation Aides who will report to a designated post to ensure complete evacuation of the area and report back to the Evacuation Wardens. The warden will control a designated area (floor, wing, etc.) and the evacuation aids will assist and report to the warden.

Evacuation Wardens

Name	Title	Floor/Area/Post
Anthony Traina Donald Giaquinto	Coordinator of School Safety Security	First Floor/
Joanne Riviello	Certificated Administrator	Second Floor/
Susie Peron	Assistant Superintendent	Third Floor/
Aubrey Johnson	Assistant Superintendent	Fourth Floor/

Evacuation Aides

Name	Title	Floor/Area/Post
George Garbeck Alan Knight	Graphics Coordinator Media Technician	First Floor/
Anthony Cavanna	Chief Academic Officer	Second Floor/
Laureen Moloney	Risk Management Officer	Third Floor/
Richard Kilpatrick	Business Administrator	Fourth Floor/

2-5. EMERGENCY COMMUNICATIONS / COMMAND CENTER

In the event of a serious incident where evacuation is necessary and the facility has become unusable, an Emergency Communication/Command Center should be established to ensure the safety of visitors and staff. This is done to organize the gathering and disseminating of information and to keep the lines of communication open between the Superintendent's Office, the Executive Director of Security, the Paterson Police Department, The Paterson Fire Department and visitors to the building.

The Emergency Communication / Command Center will be located at: **School #9 located at 5 Timothy Street, Paterson, N.J. 973-3211090, (Principal)**

In case of emergency evacuation, employees will be evacuated in keeping with the District's evacuation plan for fire safety to the following location (PS# 9 5 Timothy Street). This/these location(s) will, where possible, provide shelter to the employees and visitors. Staff at these locations should be able to communicate information to the Emergency Communication/Command Center.

It is recommended that all employees of 90 Delaware assemble in the Getty Avenue Parking lot located on the Westside of the building before walking to the Evacuation Site at PS#9, where attendance will be taken to ensure that everyone is accounted for.

EMERGENCY EVACUATION SITES

Evacuation Site	Address	Phone Number
Public School #9	5 Timothy Street Paterson, New Jersey	973-321-0090
Public School #25	287 Trenton Avenue Paterson, New Jersey	973-321-0250

2-6. EGRESS AND ALTERNATIVE EGRESS ROUTES

The following egress/alternate egress routes will be utilized during a Fire/Drill, Bomb Threat or any other emergency requiring evacuation. Schematics showing the location of the room where posted, the exit and alternative exit to be utilized in an evacuation should be prominently displayed in each room or office where visitors or staff are normally present.

See Appendix B

2-7. GENERAL EVACUATION PROCEDURES

The same evacuation procedure will usually be employed for a number of different emergency incidents. General evacuation procedures are described herein. Specific emergency situations that may require additional steps are described in **Section 2-8**.

1. The Executive Director of Security or his designee will determine if evacuation is necessary. The Fire and Police Departments will be notified of any evacuation and also of any emergency which is deemed not to require evacuation.
2. The Executive Director of Security will assist the Superintendent during ongoing emergencies.
3. Upon the arrival of the Fire or Police at an evacuation scene, ranking officers from these agencies will take charge of evacuation procedures. They should be informed as to the total number of visitors and staff in the building on the day of the evacuation and if any visitor or staff member is missing.

4. Each department supervisor will be responsible for all the staff in his/her department. Supervisors shall have their daily attendance records with them upon exiting the building.
5. Evacuate using Egress Routes outlined in the **Appendix B** unless instructed to otherwise by Executive Director of Security or other competent authority.
6. If stairways or hallways are blocked by fire or debris, or are location of ongoing emergency incident, use alternative egress routes designated in **Appendix B** of this plan.
7. Evacuate Employees and Visitors to the designated outdoor evacuation sites shown in **Section 2-5** of this plan. Take roll call and account for staff members.
8. If the Emergency Communication/Command Center as described in **Part 2-2** is implemented send attendance information there.
9. The Executive Director of Security or his designee will check with each Department Supervisor to ensure all visitors and employees are accounted for.
10. Employees will not be permitted to leave the scene unless they have been accounted for and their department supervisor knows of their absence. It is important that the Supervisor record absences accurately to ensure that an absent employee is not identified as a missing person later in an incident.
11. If an injured visitor or employee is transported to a hospital, staff supervisor should record the name of the person, the time of transport, the nature of the injury, the hospital, and, if possible, the number of the ambulance making the transport. This information should be provided to the Executive Director of Security or his designee. If possible, a staff member should be assigned to accompany the injured person.
12. If it is necessary to transport the visitor and/or employee from the Building site, other than a hospital, the Executive Director of Security or his designee should record: 1) *the time of the transport*; 2) *the location to which the students and staff have been transported*; 3) *The names of departments or private companies that made transports*; and 4) *the total number of visitors and the total number of employees transported*.

2-8. SPECIFIC EMERGENCY SITUATIONS

The following is a checklist of actions for specific situations. It is not meant to be all-inclusive, nor is every step required in all situations.

A. FIRE

Any fire, no matter how minor, is a cause to evacuate the building. In most cases, it may only be necessary to have the visitors and employees leave the building until the situation is under control. In a major fire, it may be necessary to transport employees to another location away from the scene.

The District Office Building may be fireproof or fire-resistant, but contains much flammable material, including desks, wooden floors, partitions, paper, books, and cleaning materials. The cafeteria with cooking facilities, boiler room and storage rooms may contain flammable materials. Some cleaning materials may give off toxic

fumes during fires. Any of these locations within the building have the potential of a disastrous and dangerous fire.

Procedures To Follow In Case Of A Fire:

- * **Sound the alarm to evacuate the building**
- * **Call the Fire Department – 911, or (973) 321-1444.**
- * **Close as many windows in areas which have one or have that capability and doors in the building as possible.**
- * **Follow General Evacuation Procedures**

B. HAZARDOUS MATERIALS INCIDENT

Indoor hazardous material incidents may be caused by use of insecticides or cleaning products. If visitors or employees show any sign of sickness that may be caused by a strong concentrated material inside the building, evacuate the building. Call authorities to check the building and determine if the air conditions are safe for re-entry.

Outdoor hazardous material incidents or Transportations accident in the vicinity of the District Office may affect the building and personnel. All windows and doors should be closed immediately. If it is deemed that building must be evacuated by Emergency First Responders, staff should be evacuated to a safe distance from accident location.

Hazardous Materials Incident Within District Office:

- * Notify the Fire Department – 911, or (973) 321-1444 – explain the situation.
- * Notify Health Department and office of Emergency Management (973-321-1410)
- * Have each department prepared to evacuate the building, but do not evacuate until evacuation is determined to be the best course.
- * No one should re-enter the building/affected area without authorization from the appropriate agency.

Outdoor Hazardous Materials Incident in the Vicinity of the School

- * In many outside hazardous materials incidents, not evacuating but rather keeping employees in the building may be the safest course of action. Do not evacuate until directed by competent authority.
- * Do not evacuate until wind direction is determined.
- * Employees should be notified to close all windows in their assigned rooms. (*In this facility there are no windows that open or close.*)

Maintenance and Security staff should be instructed to close all inside and outside doors and to shut down air conditioners and in-take fans to prevent drawing in fumes from outside.

C. HOSTAGE SITUATION

Hostage situations require rapid but careful response. Hostage negotiators and police personnel responding to the scene will need as complete information as possible to act effectively: Who is holding the hostages? How many hostages and hostage takers are there? What do we know about them? Where the hostages are being held? What are the possible approaches to the location? What are the lines of sight from the location? How can the police communicate with the hostage takers?

Procedures to Follow in a Hostage Situation:

- * Notify Superintendent or his designee and Executive Director of Security
- * Call 911
- * Follow Intruder Procedure outlined in the Emergency Operation and Safety Plan Part 2-4:
 - Any personnel in the hallway or open area will proceed to nearest secured office.
 - Office doors will then be locked until Police arrive and secure that floor.
- * Decision to be made on whether to evacuate will be made by Executive Director of Security or his designee.
- * Evacuate using Egress Routes outlined in the Emergency Operation and Safety Plan, *Part 2-5*, unless otherwise directed. Do not use any egress routes that pass near the hostage taking location.
- * Send evacuated visitors and employees to evacuation sites identified in the Emergency Operation and Safety Plan, *Part 2-5*.
- * Send attendance information to the Communication/Command Center as identified in the Safety Plan, *Part 2-5*.
- * Identify location of hostages. If possible identify the number and names of hostages. If possible retrieve the records of hostages contact numbers.
- * Floor Wardens, identified in the Emergency Operation and Safety Plan, *Part 2-4*, should assist in the evacuation.
- * School Board Officers and Contract Security Officers will provide their respective Supervisors and arriving agencies, with pertinent and vital information.

D. SHOOTING OR ACTIVE SHOOTER

- * Notification to Superintendent or his designee and Executive Director of Security. **973-321-0980/973-321-0597**
- * Call 911
- * Follow Intruder Procedure outlined in the Emergency Operation and Safety Plan Part 1-3:
 - Any visitors or staff in the hallway or open area will respond to nearest securable office.
 - The doors will be locked or secured so entrance cannot be gained until police arrive and give the order that the floor is secure and safe to exit.
- * Decision to be made by Executive Director of Security or his designee in consultation with PATERSON PD. to evacuate.
- * Evacuate, following Egress Route(s) outlined in the Emergency Operation and Safety Plan

Appendix B unless directed otherwise.

- * Attendance information on evacuated employees should be relayed to the Communication/Command Center as identified in the Plan, Part 2-5.
- * Floor Wardens should assist in the evacuation if Police deem areas to be safe.
- * Identify location of Shooter(s). If possible identify the name(s) of shooter(s). If possible retrieve the records of shooter(s) with home contact numbers.
- * Identify means of communicating with perpetrator(s) e.g. Telephone, Radio or PA system.
- * Executive Director of Security or his designee will notify arriving agencies, with pertinent and vital information.

E. BOMB THREATS

A bomb threat should be treated as an actual placement. Don't take any information for granted.

Procedures to Follow Upon Receiving a Bomb Threat:

- * If the Executive Director of Security or his designee determines that there is an immediate threat, security personnel will announce the evacuation. Do not pull fire alarm.
- * Notify the Paterson Fire Department (911 or 321-1444) and the Paterson Police Department (911, (973) 321-1111). Make no transmissions to 911 via radio or cell/mobile telephone. All notifications must be made by landlines. Radio signals may detonate bombs.
- * If location of the bomb is known, notify responding emergency units. If a suspicious item or box is observed, **Do Not** attempt to pick it up or open it. **Do Not** touch it. Notify the responding emergency personnel.
- * Record on the *Bomb Threat Report* as accurately as possible all information spoken by the caller. (See following page for a sample *Bomb Threat Report*).
- * Try to remember as much as possible about the caller, including voice, speech, accent, special statements, etc. Record on the *Bomb Threat Report*.
- * Listen for any distinctive or unusual background noises such as music playing, motors running, traffic sounds, dogs barking, etc.
- * Keep all telephone lines open for emergency use only.
- * Do not give out any information concerning the bomb threat to any callers unless so authorized.

Procedures to Follow During a Bomb Threat Evacuation

- * To avoid confusion, all exit and evacuation routes should be in accordance with the fire evacuation procedures posted on every floor. If the bomb location has been identified by the caller or by emergency responders, personnel should use alternative routes to any route that passes near the bomb locations.
- * Each Supervisor shall take his/her daily attendance record with him/her when leaving the building or have a list of employees at work that day and that are in the building.
- * Leave office doors open.

BOMB THREAT REPORT

See Appendix E

F. SEVERE STORM CONDITIONS

Hurricanes, Tornadoes, Thunderstorms, Floods, Blizzards and Snow Storms

These storms carry very high winds and very heavy rains. They can all cause heavy damage from the winds, flooding from the rains and power outages throughout the city. When these type of weather conditions threaten the area, there is usually advance warning. If visitors and employees are in building when the storm strikes, the following procedures should be taken:

- * Keep all the doors in room closed.
- * Keep everyone away from the windows.
- * In hurricanes or tornadoes, ensure employees have proper shelter and protection from flying debris.
- * No one should be permitted to leave the building without clearance from the Executive Director of Security or his designee.
- * Stay away from downed power lines. Even if the line appears to be dead line, it may be charged. Touching water where these lines are lying could cause electrocution.
- * Stay away from downed trees. A live electric line may be hidden in the branches of the tree.
- * If you are outside, do not stand under trees for protection. Lightning will strike at the highest object in its path and, if you are nearby, you are likely to be struck also.
- * Have flashlights available.

G. GAS LEAKS

A gas leak inside the building is reason to evacuate all visitors and employees.

Procedures to follow in gas leak conditions:

- * Follow all fire emergency procedures
- * **DO NOT** turn on any switches.
- * **TURN OFF** any electric motors in the building.
- * If a gas leak or a ruptured gas line is outside the building, have all windows and doors closed.
- * Keep all personnel away from windows and doors
- * Notify Fire Department, Police Department and Public Service Company. **Phone 911**
- * Keep all employees and visitors inside the building unless directed otherwise.

2-9 EVACUATION PROCEDURES FOR LIMITED-MOBILITY PERSONNEL

Does your building have limited-mobility employees? Yes ____ No__X__

If yes, you must complete the following pages.

Overview of Procedures for Evacuation of Limited-Mobility Personnel

Safety Evacuation Procedures for Limited-Mobility Employees must include the following components:

- * A list of limited-mobility employees who would need assistance in an evacuation to another area inside the building or evacuation from the building to an outside area.
- * The names of staff persons and back-up staff assigned to each employee to ensure that each limited mobility employee is safely removed to a holding room or to an area of safe refuge for fire rescue assistance or other evacuation from the building.
- * The designation/location of Fire Department-approved “holding rooms” or school-certified Americans with Disabilities Act areas of “safe refuge” for fire rescue assistance. All emergency fire exits with closed doors are “Safe Refuge” locations
- * Designation of egress routes from the building and predetermined evacuation areas outside of the building, where applicable. Getty Avenue Parking lot located on Westside of building will be the Evacuation Meeting area for all employee’s of 90 Delaware to respond before heading to alternate evacuation locations.
- * Attendance procedures so that each limited-mobility staff in attendance on any given day can be accounted for expeditiously during an emergency.

SEE APPENDIX : F

APPENDICES

PATERSON PUBLIC SCHOOLS
90 DELAWARE AVE
VISITORS SIGN IN
SHEET

NO.	DATE/FECHA	PRINT NAME/NOMBRE EN LETRA MOLDE	SIGNATURE/FIRMA	PERSON YOUR VISITING/ PERSONA QUIEN VISITAS	HORA AL ENTRAR/ TIME-IN	HORA DE SALIDA/ TIME-OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

APPENDIX B

EGRESS AND ALTERNATIVE EGRESS ROUTES – 1st FLOOR

ROOM/OFFICE	EXIT AND STREET	ALTERNATIVE EXIT AND STREET
Lobby Desk/ Community Engagement Desk	Main Door - Delaware Avenue	Main Door -Buffalo Avenue (Food Basics)
HIB Office/Principal on Assignment	Main Door - Delaware Avenue	Main Door -Buffalo Avenue (Food Basics)
MIS/Central Registration; Student Attendance	Fire Exit Door #3 Delaware Avenue	Main Door- Entrance Buffalo Avenue
Cafeteria	Fire Exit Door- Delaware Avenue	Cafeteria Fire Exit Door
Kitchen	Fire Exit to Getty Ave Parking Lot	Cafeteria Fire Exit Door
Community Engagement Office	Fire Exit to Getty Ave Parking Lot	Cafeteria Fire Exit Door
Technology Offices Delaware Avenue	Main Exit to Delaware Avenue	Loading Dock Fire Exit Delaware Avenue Side
Technology offices Buffalo Avenue	Mail room Fire Exit door	Loading Dock Fire Exit Delaware Avenue side

EGRESS AND ALTERNATIVE EGRESS ROUTES - 2nd FLOOR

ROOM/OFFICE	EXIT AND STREET	ALTERNATIVE EXIT AND STREET
Academic Support & NCLB	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue	Stairwell #3 Delaware Avenue
Assessment, Planning & Evaluation	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Career & Vocational Ed. Program	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue Main Door Buffalo Avenue (Food Basics)
Curriculum & Instruction	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue (Food Basics)
Early Childhood Education	Stairwell #3 Delaware Avenue	Stairwell #1 Buffalo Avenue Main Door Buffalo Avenue (Food Basics)
Fine, Visual, Performing & Practical Arts	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue Main Door Buffalo Avenue (Food Basics)
Humanities	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue Main Door Buffalo Avenue (Food Basics)
Instructional Tech. / Library Media Services	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue Main Door Buffalo Avenue (Food Basics)
Language Arts	Stairwell #1 Buffalo Avenue Main Door Buffalo Avenue	Stairwell #2 Delaware Avenue
Math and Science	Stairwell #2 Delaware Avenue	Stairwell #3 Delaware Avenue
Physical Education & Health	Stairwell #2 Delaware Avenue	Stairwell #3 Delaware Avenue
Professional Development	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue	Stairwell #2 Delaware Avenue

EGRESS AND ALTERNATIVE EGRESS ROUTES - 3rd FLOOR

ROOM/OFFICE	EXIT AND STREET	ALTERNATIVE EXIT AND STREET
Affirmative Action Compliance, Reporting Divisional Operations	Stairwell #2 Delaware Avenue	Stairwell #3 Delaware Avenue
General Counsel	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Human Resources	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Labor Relations	Stairwell #2 Delaware Avenue	Stairwell #3 Delaware Avenue
Nursing Services	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue	Stairwell #3 Delaware Avenue
Pupil Personnel Services	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue	Stairwell #3 Delaware Avenue
Risk Management	Stairwell #2 Delaware Avenue	Stairwell #3 Delaware Avenue
Staff Attendance	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
	Stairwell #3 Delaware Avenue	Stairwell #2 Delaware Avenue
Substitute Office	Stairwell #2 Delaware Avenue	Stairwell #3 Delaware Avenue

EGRESS AND ALTERNATIVE EGRESS ROUTES - 4th FLOOR

ROOM/OFFICE	EXIT AND STREET	ALTERNATIVE EXIT AND STREET
Deputy Assistant Superintendent	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Accounts Payable	Stairwell #3 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Business Services	Stairwell #3 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Communications	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Finance	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue	Stairwell #3 Delaware Avenue
Internal Audit	Stairwell #3 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Payroll	Stairwell #3 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue (Food Basics)
Purchasing	Stairwell #3 Delaware Avenue	Stairwell #2 Delaware Avenue
State District Superintendent	Stairwell #2 Delaware Avenue	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue
Transportation	Stairwell #1 Buffalo Avenue to Main Door Buffalo Avenue	Stairwell #3 Delaware Avenue

APPENDIX C

Emergency Response Numbers This list can be reproduced and posted as needed

Notify the <u>Superintendent of the Paterson Public Schools</u>	973-321-0980
Notify the Deputy <u>Superintendent</u>	973-321-2442
Notify the <u>Executive Director of School Security</u>	973-321-0597
Notify the <u>Paterson Police Department</u> .	973-321-1111
Notify the <u>Paterson Fire Department</u> .	973-321-1444
Notify the New Jersey Department of Environmental Protection-release to soil/ground water	1-877-927-6337
Notify the <u>Office of Emergency Management</u> .	973-321-1410
Notify Passaic Valley Sewage Commissioners Concerning a release to the sewer system	973-344-2951
Notify the <u>Health Department</u> (In a hazardous materials incident)	973-321-1277 Ext: 2744
St. Joseph Hospital & Medical Center Emergency Room Direct	973-754-2000 973-754-2222

APPENDIX D

TRANSPORTATION OF A GROUP DURING AN EMERGENCY EVACUATION

1. Building _____ 2. Address _____

3. Name of Person filing report: _____ 4. Date _____

5. Time of Transport: ____ am pm 6. Vehicle #: _____ 7. License Plate _____

8. Name of Transportation Company: _____

9. Location to which the staff and visitors have been transported:

10. Total number of visitors transported: _____

11. Total number of employees transported: _____

12. Roll Call taken: YES or NO 13. Name of person taking roll call _____

(Circle one of the above)

Print Name

Signature of Person filing report

Date

APPENDIX E

BOMB THREAT REPORT

QUESTIONS TO ASK

1. When is bomb going to explode? _____
2. Where is the bomb right now? _____
3. Have you seen the bomb? _____
4. What does it look like? _____
5. What kind of a bomb is it? _____
6. What will cause it to go off? _____
7. Did you place the bomb? _____
8. Why? _____
9. What is your name? _____
10. Are you a member of any group? _____
11. What kind of damage will it do
and what area will it cover? _____

CALLER'S VOICE

Is caller's voice familiar? **Yes or No**
(Circle one)

Who did it sound like? _____

Below Check Any That Apply:

___ Calm	___ Nasal	___ Accent	___ Disguised.	___ Distinct
___ Familiar...	___ Clearing Throat	___ Angry		
___ Excited	___ Lisp	___ Deep Breathing	___ Stutter	
___ Cracking	___ Slow	___ Raspy	___ Deep	
___ Rapid	___ Slurred	___ Whispered	___ Ragged	
___ Soft	___ Loud	___ Laughter	___ Crying	
___ Normal	___ Well Spoken	___ Incoherent	___ Educated	

EXACT WORDING OF THREAT: _____

Sex of Caller: _____ Race: _____ Age: _____

Time Call began: _____ Time Ended _____ Length of Call: _____

Date: _____

Number at which call was received: _____

BOMB THREAT REPORT- page 2

BACKGROUND SOUNDS

<input type="checkbox"/> Voices	<input type="checkbox"/> Street Noises	<input type="checkbox"/> PA system
<input type="checkbox"/> Factory Machine	<input type="checkbox"/> Clear	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Music	<input type="checkbox"/> House Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Static	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Message Read
<input type="checkbox"/> Motor	<input type="checkbox"/> Telephone Booth	<input type="checkbox"/> Office Machine

Other - _____ Remarks: _____

REPORT CALL IMMEDIATELY TO:

- | | |
|--|---------------------|
| a. <u>Paterson Police Department.</u> | 973-321-1111 |
| b. <u>Paterson Fire Department.</u> | 973-321-1444 |
| c. <u>Executive Director of School Security</u> | 973-321-0597 |
| d. <u>Office of Emergency Management.</u> | 973-321-1410 |
| e. <u>Office of the Superintendent</u> | 973-321-0980 |

DATE: _____ NAME: _____

POSITION: _____ PHONE: _____

OTHER INFORMATION: _____

APPENDIX F

The following sections that follow address the above-noted components and must be completed in accordance with the directions:

If an employee is to be evacuated to a Municipal Fire Department.-approved Holding Room or to an area of safe refuge (that complies with ADA standards) for fire rescue assistance, identify in the chart below the Holding Rooms and /or Areas of Fire Rescue Assistance. **At 90 Delaware, all stairwells are fire proof safe areas.**

HOLDING ROOMS	AREAS OF FIRE RESCUE	STREET NAME OR NUMBER		
STAIRWELL #1	STAIRWELL #1	Buffalo Ave		
STAIRWELL #2	STAIRWELL #2	Delaware & West Railway		
STAIRWELL #3	STAIRWELL #3	Delaware Ave Parking Lot		

Describe the Procedure for the evacuation to Holding Rooms or Areas of Fire Rescue Assistance (Continue on another page if additional space is needed): ***All three stairwells in facility will be used as Holding Areas for the employees or visitors identified under the ADA. Each ADA individual will be assisted by an employee designated by their immediate supervisor to escort individual to appointed designated exit (as described in Appendix B of this plan) and will remain there until the first rescue responder responds and takes charge of ADA individual. The supervisor of the designated ADA individual will advise Emergency responders of the stairwell and floor that ADA individual is on....***

APPENDIX G **BUILDING INFORMATION**

**90 DELAWARE AVENUE
PATERSON, NEW JERSEY 07503**

# of Employees	368
# of Floors	<u>4</u>
# Exits and Entrances	8/3
# Stairways	<u>4</u>

EXIT LOCATIONS

Please identify stairway and exit locations in the building.

Stairway Locations	Indicate North, South, East, or West of the building
Stairway 1	Buffalo Avenue South side of building
Stairway 2	Delaware Avenue Northeast side of building
Stairway 3	Delaware Avenue North Side of building
Stairway 4	Buffalo Avenue South side of building 2nd floor to 1st floor only
Exit Locations	Indicate North, South, East, or West side of the building Indicate streets or other locations where the exit discharges
Exit 1	Delaware Avenue Entrance/Exit North side
Exit 2	Buffalo Avenue Entrance/Exit Southside
Exit 3	Delaware Avenue Exit Parking area
Exit 4	Delaware Avenue Exit/Information Technology
Exit 5	Buffalo Avenue Exit South side Mail Room area
Exit 6	Buffalo Avenue Exit Southside, Loading Dock area
Exit 7	Buffalo Avenue Exit Southside 2nd to 1st floor only under construction (Law Office Suites)
Exit 8	Getty Avenue Entrance/Exit Westside of building (community Engagement Office)
Exit 9	Getty Avenue Exit Westside of building (Cafeteria) Delaware Avenue Exit North side of building Cafeteria

SPECIAL FUNCTION ROOMS

Special Function Rooms	Number	Location	Second Location
Elevators Shafts	3	2 @Main entrance/lobby desk	1 Delaware Ave side Service Elevator
Kitchens **	1	1 st floor west side of building	
Cafeterias	1	1 st floor west side of building	
Storage Rooms***			
Boiler Rooms	Basement	East side of building	

*What chemicals are stored? Indicate where they are stored:

1. _____Storage rooms, on each floor - Cleaning products_____
2. _____Toner, Floor Stripping Products (_Baseboard cleaners)____
3. _____H2 Orange, Soy Green Graffiti-cleaner _____

** What is stored in storage rooms? Indicate any flammable or toxic items:

1. _____Custodial Storage closed 1st floor next to cafeteria Kitchen
- 2.nd floor Early Childhood Offices
- 3.rd floor Lobby area next to Men's bathroom

***Indicate any rooms that house a stove or appliance:

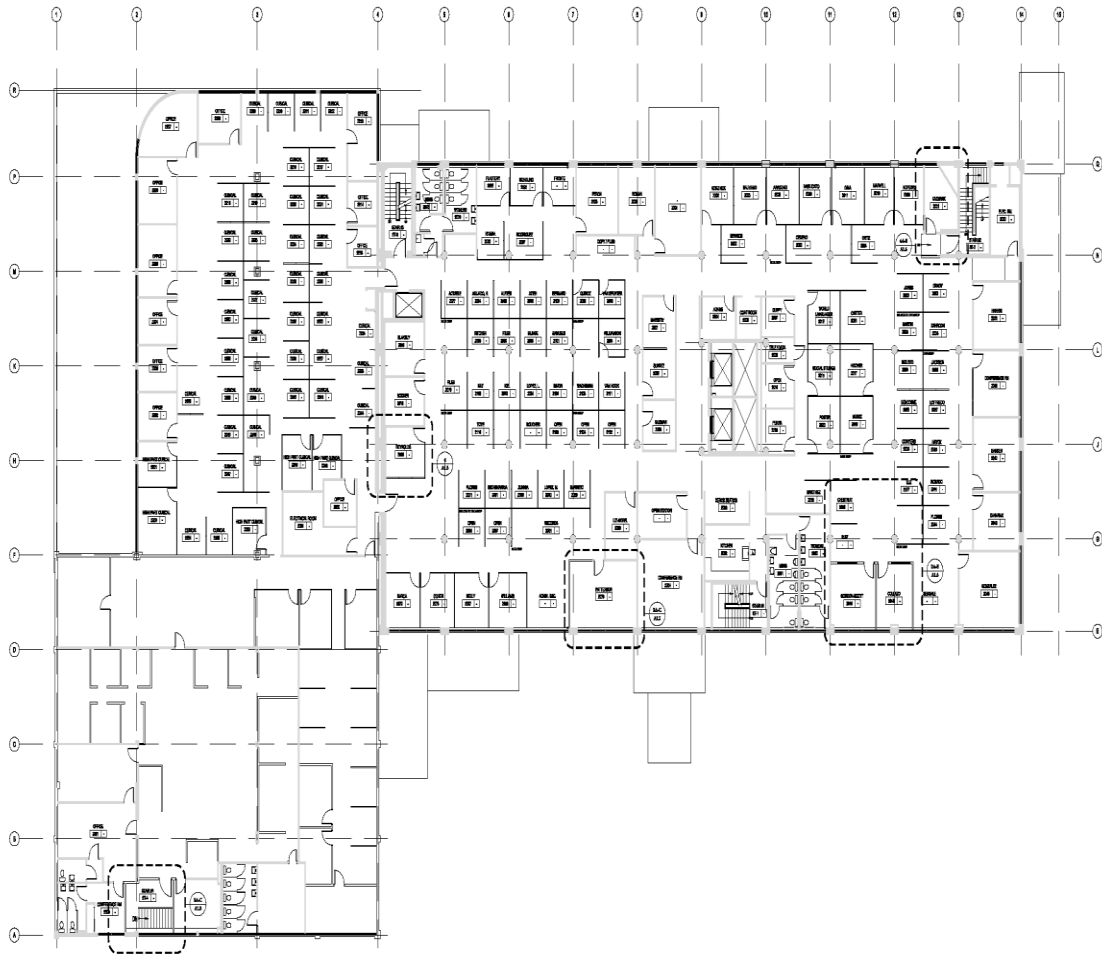
Cafeteria located on 1st floor Stove/refrigerators

Kitchen areas on 2nd 3rd and 4th Floor located on Buffalo Avenues sides of buildings adjacent to Stairway #1

Facility/Hazard	Address	Emergency Number	Substance	Distance from Building	Direction from Building
Andam Electro	72 Michigan Avenue	(732) 748-8764	nitric acid, nickel compounds,sulfuric Acid	1/4 Mile	East
Bennett Plastics	22 Kentucky Avenue	(973) 729-4063	ABS, Lead, Lithium Grease, Petroleum Oil, Polystyrene, Propylene/Ethylene, Trichloroethylene, Sulfuric Acid, Zinc Compounds	1/2 Mile	North
Cablevision	194 Michigan Avenue	(973) 585-3389	Sulfuric Acid	1/4 Mile	East
Como Textile	191 East Railway Road	(973) 839-1105	Carbon Dioxide, Ammonium Hydroxide	200 feet	East
Conte Auto Body	150 Getty Avenue	(973) 492-0584	None Reported	1/4 Mile	West
Crown Roll Leaf	91 Illinois Avenue	(973) 742-4000	Acetone, Ethyl Alcohol, Haz Waste, Methyl Ethyl Ketone, Nickel, Toluene, VM & P Naphtha	1/4 Mile	East
Dynasty AutoCody	226 Pennsylvania Avenue	(973) 703-1995	None Reported	1/4 Mile	East
Erlich Productions	282 Dakota Street	(973) 728-6049	Chromium Compunds, Copper, Copper Compounds, Dichloromethane, Diesel Fuel, Hydrochloric Acid, Lead, Nickel, Nickel Compunds, Nitric Acid, Phenol, Sodium Cyanide	1/4 Mile	West
Facility/Hazard	Address	Emergency Number	Substance	Distance from Building	Direction from Building

Excel Hobby Blades	481 Getty Avenue	(973) 720-1945	Aluminum (Fume, Dust)	300 Feet	West
G. Lutjens Company	80 George Street	(201) 952-1111	Adhesives (Flammable), Aerosole Dispensers, Compressed Air, Enamel See Paints, Latex Paints, Stoddard Solvent, Turpentine Substitute, VM&P Naphtha	1/4 Mile	North
Gaeta Recycling	278 West Railway Road	(973) 278-6625	Diesel Fuel/ Heating Oil	200 feet	south
M&J Auto body	105 Leigh Avenue	(973) 778-9484	Cutting Oil H2O Sol, Cutting Oil Sulphurize, Cutting Oil Non-Sulphur, Machine Oil, Motor Oil, Varsol, Acetone	1/4 Mile	East
Onyx Waste	9 California Avenue	(973) 345-7049	Acetylene, Argon, Oxygen, Paint	1/2 Mile	North/east
Pariser Industries	91 Michigan Avenue	(973) 569-9090	Acetic Acid, alkylphenol N.O.S., Ammonia, Ammonia Bifluoride, Aromatic-100, Calcium Hypochloride, Diatomaceous Earth, Diethanolamine, Ethylacetate, Glycolethers (Except Sur), Hexylene Glycol, Hydrazine, Hydrochloric acid, Isopropyl Alcoholol,^(mfg Strong Acid Processing), Methanol, Morholine, N- Amyl Acetate, N_Methyl- 2Pyrrolidone, Orderless Mineral Spirits, Oxalic Acid, Phosphoric Acid, Potassium hydroxide, Silicofluoric Acid, Sodium Dodecylbenzer, Sodium Hydroxide, Sodium Hypochlorite, Sodium Metasilicate, Sodium Nitrate, Sodium Phosphate)	1/4 mile	East

Second FLOOR SCHEMATIC



1 SECOND FLOOR PLAN
MS-101

DATE: 03/08/02

BY: [Redacted]

PROJECT NAME:

PPS DISTRICT
ADMIN. OFFICES
90 Delaware Avenue
Peterson, NJ 07053

DATE: 03/08/02

SECOND FLOOR PLAN



34 Commerce Street
Suite 100, 07053
Newark, NJ 07102

609.251.8700 T
609.251.8707 F
info@mvgintl.com E

SCALE: 1/8" = 1'-0"

DATE: 03/08/02

DESIGN: [Redacted]

BY: [Redacted]

DATE: 03/08/02

PROJECT NAME:

A1.2

THIRD FLOOR SCHEMATIC



1 THIRD FLOOR PLAN
SHEET 1 OF 1

OWNER

DATE

PROJECT NAME

PPS DISTRICT
ADMIN OFFICES
90 Delaware Avenue
Paterson, NJ 07653

DATE

THIRD FLOOR PLAN



YOUR SOURCE FOR
ARCHITECTURE

24 Commerce Street
Suite 1000, New York, NY 10014

Phone: 212.691.1000
Fax: 212.691.1001

603.225.0000 T
603.225.0001 F
info@mvgarchitect.com E

SCALE: 1/8" = 1'-0"

DATE: 05/05/2010

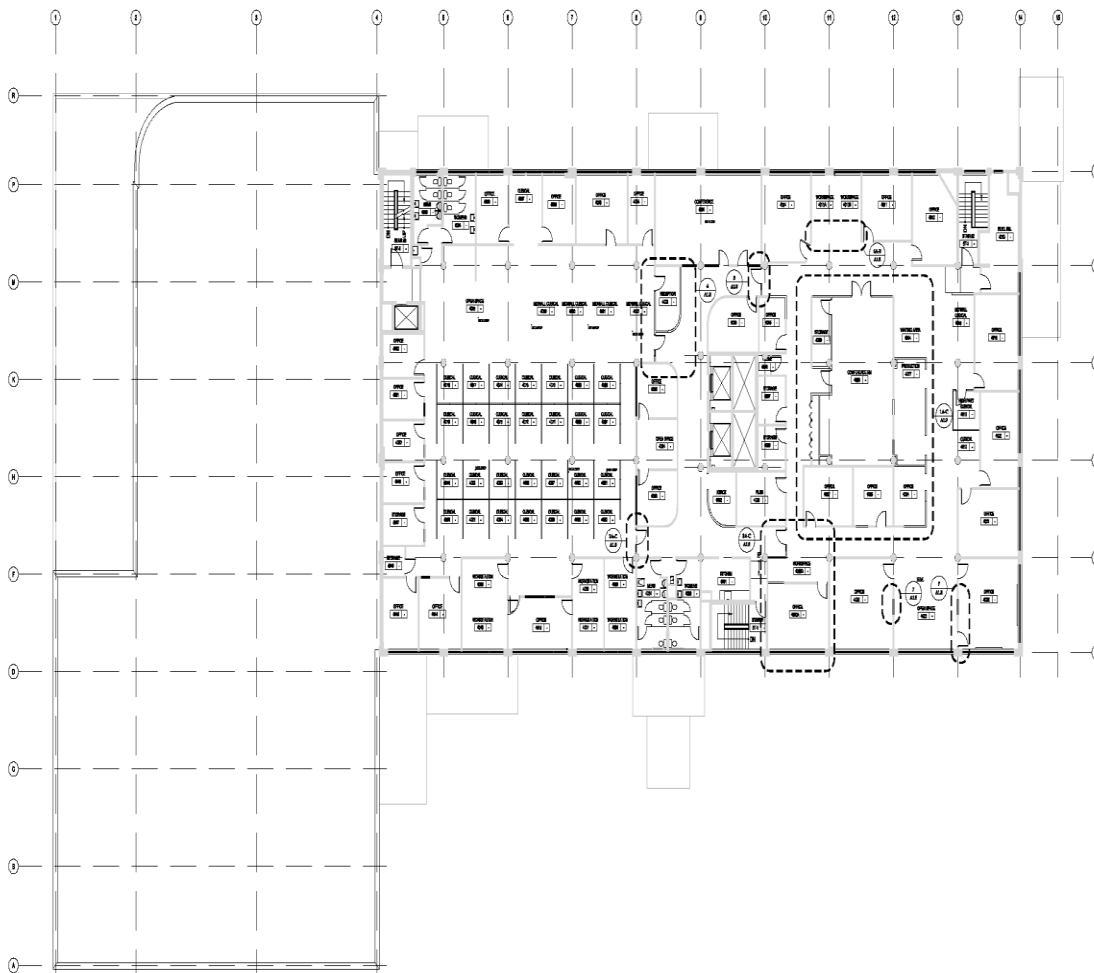
DESIGN: MVA

BY: 05/05/2010

PROJECT NAME

A13

Fourth Floor Schematic



1 FOURTH FLOOR PLAN
SHEET 1 OF 2

OWNER

DATE

PROJECT NAME

PPS DISTRICT
ADMIN OFFICES
90 Delaware Avenue
Paterson, NJ 07653

SHEET TITLE

FOURTH FLOOR PLAN



24 Commerce Street
Suite 1000, New York, NY 10014

973.251.8900 T
973.251.8977 F
info@mvgtrucks.com E

SCALE: 1/8" = 1'-0"

DATE: 11/11/2011

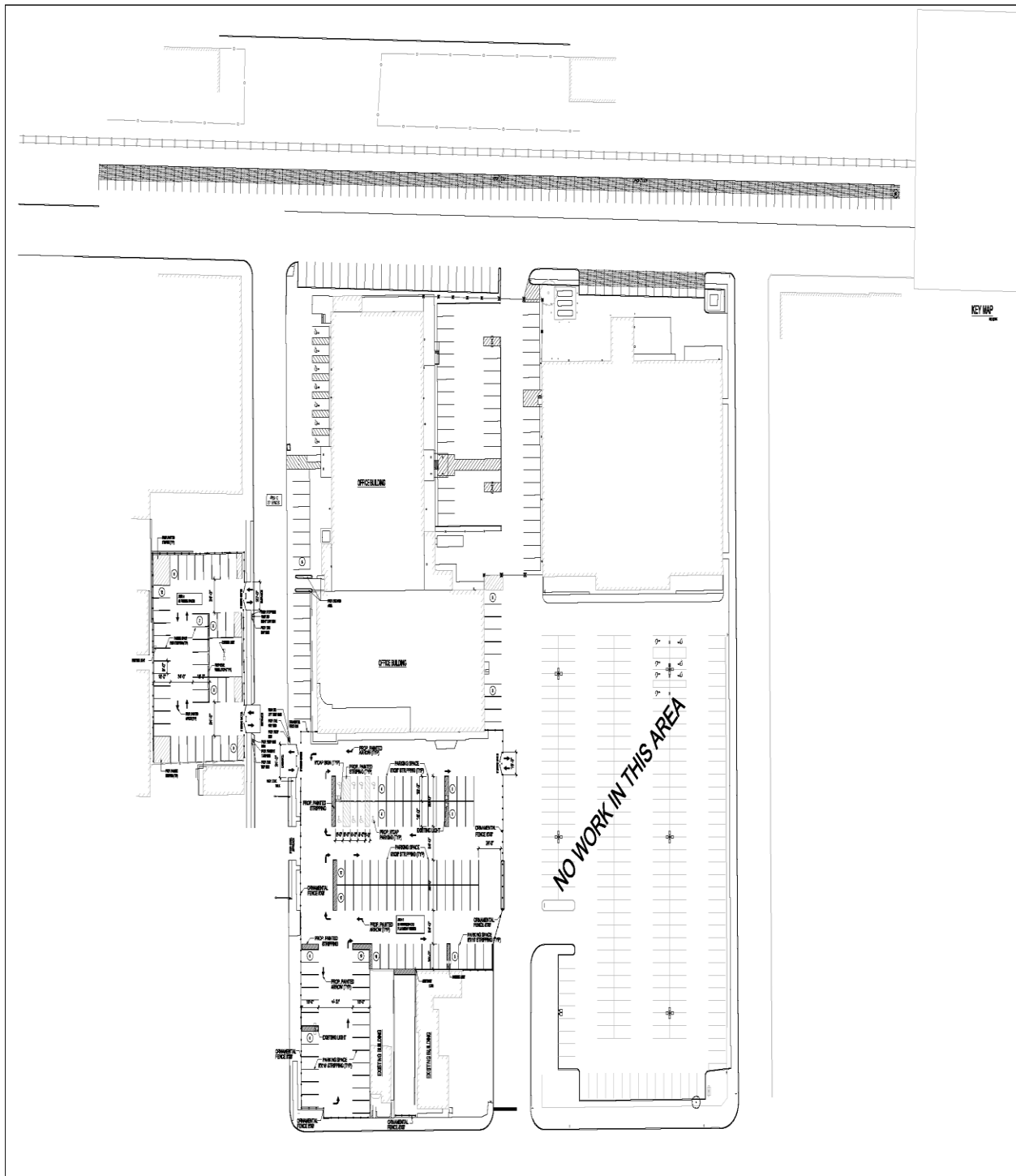
DESIGN: 1000

REV: 1/11/12, 2/11/12

PROJECT NAME

A1.4

EXITING SITE PLAN FOR NEW PARKING LOT



EXISTING

EXISTING

KEY MAP

03/09/20

PROJECT NAME

PPS DISTRICT
ADMIN. OFFICES
90 Delaware Avenue
Peterson, NJ 07503

WORK TITLE

EXISTING SITE PLAN
PREPARATION FOR
NEW PARKING LOT

34 Commerce Street
Suite 100, 100-10
Newark, NJ 07102
852.233.8750 T
852.233.8777 F
info@jagobackus.com E

SCALE 1"=50'-0"

DATE 7/20/20

DESIGNER JAGOB

DATE APRIL 1, 2020

WORK NAME

L1.1